

Coffey County Library Board Meeting

March 18, 2013

Burlington Branch 6:00 p.m.

Board Members present: Judy Bentley, Leanne Burriss, and Connie Kunkel

Staff Members present: Jenifer Holderman, Janet Birk, Cindy Stohs, Jackie Clarkson, and Valerie Williams.

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:22 p.m. by Board Vice Chairman Judy Bentley.

Introductions: None

Approval of Minutes: Connie moved to approve the minutes of the February 18, 2013 meeting. Leanne seconded the motion. Motion carried unanimously.

Correspondence: None

Treasurer's Report: Leanne Burriss gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$ 10,334.15
Citizens State Bank Money Market Account	\$ 651,939.29
Citizens State Bank Special Fund Checking	\$ 26,615.56
Capital Improvement CD # 6904668	\$ 68,302.88
Amount pledged at Citizens State Bank	\$ 651,648.97

Leanne Burriss moved to approve the bills for the period February 19 – March 18, 2013 paid by checks 22207-22284 from the Citizens State Bank Business Checking Account in the amount of \$32,417.04, and Special Fund Checks #2080-2081 in the amount of \$378.72 from the Citizens State Bank Special Fund Checking be approved. Connie Kunkel seconded the motion. Motion carried unanimously.

Administrator Report: Jenifer Holderman reported a light post in the Burlington parking lot was knocked down during snow removal. Skillman Construction who cleaned the lot, is replacing the light. A check is submitted this month for approval in the amount of \$5,000. This is Coffey County Library's share to replace the core switch at the Courthouse. This piece of equipment is crucial to our internet service. Jenifer reviewed with the Board the amount of use seen throughout the county on our Fiber network. The Fiber Board has witnessed steady growth in the need and use of the network and continues to expand the pipe to meet the need. Our property insurance renewal was discussed and the 12% rate increase we experienced this year despite our lack of claims. We have the option to move our deductible from \$500 to \$1,000 in order to save \$1,131.00 in premium. This will be on item on the April agenda.

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Committee Reports: The Policy Committee minutes were distributed to the Board and an update was given by the Search Committee.

Unfinished Business:

Gridley Carpet: A sample of the carpet chosen for Gridley was shown to the Board and Jenifer Holderman was given permission to ask for material and installation costs from the vendor and installer.

New Business:

- A. 2014 Budget – Preliminary:** Following a discussion regarding salaries and next year's budget, the board requested more detailed information for the April meeting.
- B. Policy Revisions:** Leanne Burris moved the proposed changes to the following policies be adopted. The motion was seconded by Connie Kunkle and passed unanimously.
1. *A3.73 Sick Leave:* Includes clearer description of distribution of banked sick leave upon resignation.
 2. *P3.30 Library Registration:* Juvenile registration age will move from 12 to 17 years of age effective immediately.
 3. *A3.85 Employee Purchasing Plan:* The policy is deleted.
 4. *A3.72 Floating Holidays:* Effective January 1, 2014, Floating Holidays will be credited to an employee's leave bank as follows: 1 in January, 1 in February, 1 in October and 2 in November. Currently, all five days are credited in January.
- C. Executive Session:** Leanne Burris moved to enter into an Executive Session at 6:40 for 5 minutes to discuss non-elected personnel with the Administrator present. Connie Kunkle seconded the motion. At 6:45 the Board returned to regular session and no action was taken.

Next Meeting: The next meeting will be held on Monday, April 15, 2013 at 6:00pm at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Leanne Burris moved the meeting be adjourned at 6:46. Connie Kunkle seconded the motion and it was passed unanimously.